

SUMMIT RESERVOIR AREA REVITALIZATION

BOA NOMINATION STEP 2

VILLAGE OF PHILMONT, NEW YORK

Executive Steering Committee Meeting Summary

To: Summit Reservoir Area Revitalization BOA Exec. Steering Committee
From: Sally Baker, PB Inc
Re: Meeting Summary Notes – Saturday 13 April, 2013 - Meeting #5
Date: April 14, 2013

Meeting Location: Village of Philmont Office

Meeting Time: 9:15am – 11:50am

Meeting Attendees:

Larry Ostrander, Village of Philmont, Steering Committee Co-Chair
Barbara Sagal, Village of Philmont, Steering Committee Co-Chair
Sally Baker, PB Inc. SRAR Project Management and Administrator
Kathy Abeyatunge, PB Inc. SRAR Project Management Assistant
Jean Giblette, High Falls Gardens
Peter Paden, Columbia County Land Conservancy
Thomas Paino, Sustainable Architecture
Chris Reed, resident of Philmont

Meeting Summary Notes: 01/26/13 Approved

Summary Notes:

Component 1 Task 1.3-B Review Consultant Responses

Component 1 Task 1.3-C Solicitation of Consulting Services / RFP

This was the fifth meeting of the Summit Reservoir Area Revitalization BOA Exec. Steering Committee.

1. This meeting was primarily dedicated to the following agenda items:
 - ✓ Discussion and ranking of the twelve consultant responses received to the RFQ
 - ✓ Discussion of RFP content and solicitation to chosen qualified consulting firms
2. Committee members reviewed and ranked the previously distributed consultant responses to the RFQ.
3. Committee members discussed their review of each consultant response to the RFQ using a ranking of 0-10 according to the criteria of the scoring chart distributed on 01/26/13. The committee members then voted for a final committee selection decision. The conclusion being that the first 4 top-ranked firms receiving the highest scores were to receive an invitation to respond to a RFP (Request for Proposal).

4. PB Inc. will draft and email for review and edits to all committee members a draft of the proposed RFP to be provided to the four qualifying firms/teams. PB Inc. will also provide by email an example of an RFP and the SRAR budget breakdown in the amount of \$181,000 allocated for consultant services to all committee members for reference. All additional changes to the RFP draft will be discussed and edited through email correspondence.

Action Items:

Implementing Task 1.3- Solicitation of Consultant Services

- A). PB Inc. to notify the four top ranked consultant firms of the committee's selection decision for the firm to receive an RFP. The notification will include a requirement of RSVP to the invitation to receive an RFP.
- B). PB Inc. to draft a request for proposals (RFP) for review by committee members, including the budget available for consultants BOA Work Plan scope of work.
- C). PB Inc. will provide the committee with an example of a published RFP for a BOA Step 2 Nomination that is not part of SRAR project, but provided for committee members education purpose at the request of attending committee members. PB Inc. will additionally provide the breakdown of the SRAR budget allocating \$181,000 for consultant services noted in the RFQ and forthcoming RFP.

Next Meeting Date (s): To be determined after RFP responses are received.